



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

### **Toxicology Quality Assurance and Procedures Manual**

#### **6.20 Training Procedures for Forensic Scientists**

#### **6.20 Training Procedure for Forensic Scientists**

The following section ensures that Forensic Scientists in the Toxicology Unit have a documented training program. This program shall be used to develop the knowledge, skills, and abilities required to perform forensic examinations/operations.

##### **6.20.1 Training of New Personnel**

**6.20.1.1** Training of Forensic Scientist in the Toxicology Unit shall be divided into two disciplines (volatiles and drug testing). Due to similarities in the instrumentation used in both areas, a training program shall be customized to fit each Forensic Scientist and shall be established prior to the beginning of the official training.

**6.20.1.2** The following shall be included in the training procedure:

- TBI Policies
- Quality Assurance Manual
- TBI Safety Manual
- Evidence handling procedures
- Instrumentation (including theories and operation)
- Analytical procedures (including preparation of standards, reagents, etc.)
- Reporting results/LIMS
- Knowledge of analytes commonly encountered (including class, pharmacology, etc.)
- Courtroom practices/pertinent law

**6.20.1.3** Training shall be evaluated by means of presentations, repeat analysis, competency and/or proficiency testing, and mock trial(s).

**6.20.1.4** Each training scientist shall complete a quality control competency (e.g. extraction of calibrators and controls) for each method prior to repeat analysis, supervised casework, or any training component requiring direct interaction with case samples. Acceptance of the quality control competency will be evaluated by the training officer and recorded in the training examiner's notebook.

**6.20.1.5** Each examiner in training will maintain a training notebook. This notebook shall document the successful completion of the examiner's training and contain the following:

- Quarterly memorandums
- Training program outline
- Repeat analyses and data
- Documentation of presentations / evaluations
- Competency and/or proficiency tests and data
- Mock Court Testimony Evaluation forms



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##### **6.20.2 Continuing Education and Training**

It is recommended that all Forensic Scientists in the Toxicology Unit participate in continuing education or training including professional meetings or scientific workshops/classes, as available. Each scientist shall maintain a training notebook, which shall contain the following:

- Statement of Qualifications
- Curriculum Vitae
- Work Authorization(s)
- Transcript(s)/Educational Compliance Memo
- Training Record
- Proficiency Test(s) Results Summary
- Testimony Evaluation(s)

##### **6.20.3 Remedial Training**

If a deficiency is detected in a Forensic Scientist's casework or proficiency, the scientist may be subjected to a remedial training period and/or removed from casework. The QA Manager and Toxicology Supervisor/Technical Leader shall determine the course of action. The remedial training shall be conducted under the direct supervision of a qualified scientist/technician. The Toxicology/Regional Supervisor will keep documentation recording the progress of the scientist. Upon completion of the required training, the scientist will be permitted to resume normal casework.